

Head of Finance (USA or Switzerland)

WeRobotics is an international NGO that's committed to creating a future where local communities can use robotics for social good. We are building a global network of Flying Labs where people accelerate and scale the impact of their humanitarian aid, global development, public health and environmental protection efforts using appropriate robotics solutions. Together with our Technology partners, Social Good Partners and Flying Labs partners, we match the latest in robotics technology with local needs and demand, creating a vibrant and high-tech market and workforce.

Job title: Head of Finance

Location: USA or Switzerland - Home office employment

Type of contract: Part-time (up to 50%), unlimited duration

Job Purpose:

The Head of Finance contributes to the overall success of the organization by effectively managing all financial tasks for the organization.

Primary Duties and Responsibilities: The Head of Finance performs a wide range of duties including some or all of the following:

Financial accounting and reporting

- Collaborate with the company's accountants in the various countries of operations (currently USA and Switzerland) to develop and maintain timely and accurate financial statements and reports that are appropriate for all stakeholders (board, donors, authorities) and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax, Employer Health Tax
- Document and maintain complete and accurate supporting information for all financial transactions

- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Reconcile all accounts of the various international operations (USA, Switzerland, Flying Labs, etc.)
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual charitable return in a timely manner as appropriate
- Assist the CFO and COO with financial reporting as required at Board meeting and the Annual General Meetings

Payroll Preparation and Administration

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Negotiate and manage the employee insurance and benefits plans
- Process and submit statutory and benefits remittances on time
- Issue annual T4s and T4As and equivalents for other countries (Switzerland, etc.).

Budget Preparation

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director and Treasurer and/or Finance Committee
- Assist Program Directors and Project Managers with the preparation of budgets for funding applications

Grant Management Accounting

- Maintain financial records for each grant in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with grant agreements with donors
- Provide accurate and timely reporting on the financial activity of individual grants and projects

Information Technology

- Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements
- Advise on appropriate technology that meets the organization's information requirements and financial resources

Risk Management

- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors
- Maximize income where possible and appropriate
- Negotiate with Bank for lines of credit or other financial services as required and appropriate

Qualifications

Education

- University degree or college diploma in Accounting, Commerce, or Business Management/Administration
- Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation is an asset.

Experience

- 3 to 5 years of progressive financial responsibility
- Experience with US and/or Swiss non-profit financial practices is preferred.

Knowledge, skills and abilities

- Knowledge of generally accepted accounting principles.
- Knowledge of federal and provincial legislation affecting NGOs
- Knowledge of legislation and policy in the US and Switzerland on Employment Standards, Occupational Health and Safety, and Human Rights
- Knowledge of the Not-for-Profit / NGO sector
- Knowledge of an international environment with operations in multiple countries

Personal characteristics: The Head of Finance should demonstrate competence in the following:

- Behave Ethically: Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.